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DD/M&S 74-1551

13 MAY 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, ISAS
Chief, CIA Historical Staff

SUBJECT : Management Conference - FY 1975

REFERENCE : DD/M&S Administrative Instruction No. 73-17
dated 13 July 1973

1. After considering alternative suggestions, I have decided to schedule quarterly management conferences to review objectives during FY 1975. The instructions contained in Reference for submission of pre-conference materials will continue to apply as they have during FY 1974.

2. While conferences during FY 1975 will focus primarily on DCI and Deputy Director level objectives and related action plans, there may be occasions when it would be useful to review and discuss the status of your Office level objectives. With that in mind, and as a matter of general information and interest, you are requested to submit a list of your FY 1975 and FY 1976 Office level objectives by 1 June 1974. Action plans for Office level objectives need not be submitted unless or until one or more of them is placed on the agenda for discussion at a quarterly conference. Office level objectives should be scheduled for review whenever there is a problem having inter-Office or inter-Directorate implications which you think I should know about or be able to assist with resolving.

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3. Attached are the agreed upon DCI and Deputy Director level objectives you are responsible for achieving and reporting on during the FY 1975 conferences. Copies of DCI and DD level objectives for all other Offices of the Directorate are also attached for your information.

4. The DD/M&S Plans Staff will transmit to and discuss with your Planning Officers procedural aspects including: FY 1975 management conference schedule; explanation of the objectives numbering system; and my preferred action plan/milestone chart format for reporting purposes.

/s/ Harold L. Brownman

HAROLD L. BROWNMEN
Deputy Director
for
Management and Services

Atts.

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